



STATE OF CALIFORNIA

## DEPARTMENT OF DEVELOPMENTAL SERVICES

## JOB OPPORTUNITY BULLETIN: HEALTH SERVICES SPECIALIST

SALARY RANGE	Range T: \$6,938 - \$8,271 per month
TENURE/TIME BASE	Permanent / Full-Time
PROGRAM/DEPARTMENT	Central Nursing Services (CNS)
FINAL FILING DATE	Until Filled

**DESCRIPTION OF DUTIES**: Sonoma Developmental Center has an opening for a Health Services Specialist (HSS). Under the administrative direction of the office of the Coordinator of Nursing Services, and directly supervised by the Assistant Coordinator of Nursing Services (ACNS), the HSS is responsible for the ongoing assessment of nursing needs and evaluation of nursing care given an assigned caseload of clients. The HSS acts as a resource to Level of Care staff in formulating health care objectives and plans. The HSS participates in training Level of Care staff in various nursing procedures or related areas. The HSS responds to medical emergencies, facility wide, providing nursing leadership and has the functional authority to make decisions and instruct unit staff on procedures pertaining to health care as defined in the Nursing Procedure Manual and the Best Practice Guidelines for Nursing Care. The HSS must maintain strength, agility, endurance, and sensory ability to perform the duties contained in the employee's official duty statement.

Typical duties include evaluating daily health problems and nursing care needs of clients through daily rounds and collaboration with unit staff and physicians; preparing all professional nursing documentation as assigned to assure compliance with regulatory requirements including nursing assessments, comprehensive health care plans, and physical assessments; identifies the need for and provides in-service training for staff in nursing practice and care; communicating with the program and unit managers and the ACNS office regarding client status and staff training needs; evaluating clients' health and/or nursing needs on an ongoing basis, performing comprehensive annual nursing assessments and recommending a plan of care based on nursing diagnosis; responding to and providing nursing assessment and treatment during medical emergencies, assisting ACNS/Code Blue Team Leader and may act as ACNS and Code Blue Team Leader on a voluntary basis when certified to do so by the ACNS. The Heath Services Specialist also participates as a member of the Interdisciplinary Team in the development, implementation, evaluation and revision of clients' Individual Program Plans assuring that health care needs are addressed.

## WHO IS ELIGIBLE TO APPLY:

Candidates must possess Civil Service Eligibility to apply for this vacancy. Civil Service Eligibility consists of being a current or former California state civil service employee (lateral transfer or reinstatement) or list eligibility as a result of taking an examination and having placed in a reachable rank. Further Information may be found on the California State Department of Human Resources website at <a href="https://www.calhr.ca.gov">www.calhr.ca.gov</a> Applicants are asked to specify the type of eligibility they possess when applying. Applications will be reviewed and only the most qualified candidates will be scheduled for selection interviews. Applications may be obtained from the Human Resources Personnel Office at the Sonoma Developmental Center or completed and downloaded from the California Department of Human Resources website indicated above. Appointments may be subject to State Restriction of Appointment (SROA), Departmental Restriction of Appointment (DROA), Re-employment List procedures, a pre-employment physical, drug screen and fingerprint clearances.

Applications must be received to the address below no later than the close of business of the final filing date (5:00 p.m.) Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted. Faxed applications or resumes not accompanied by an official STD-628 will not be accepted.

## PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD-678) TO THE FOLLOWING:

Sonoma Developmental Center

Human Resources Personnel Office - Room 124 (Administration Bldg)

P.O. Box 1493

Eldridge, CA 95431

(707) 938-6454 (Contact Chris Gephart for questions specific to essential functions of the position only.)

Civil Service Eligibility will be determined by the Human Resources Department at the Sonoma Developmental Center.

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

BRD: 12/30/2013 Class Code: 8160 CBID: R17 Non-Deep